

## **IDDE – OUTFALL INSPECTION**

### **1. PREPARATION**

- a. Know the past and present weather conditions. Conduct inspections during dry weather periods.
- b. Identify each outfall with a consistent and unique identifier. For example “J1001”.
- c. Gather all necessary equipment including: personal protective equipment, tape measure, clear container, electronic tablet with installed Cityworks app, flashlight, and camera.
- d. Have maps available showing outfall locations and identifiers (GIS mapping).
- e. Review outfall description and observations from previous inspections, in Cityworks so the outfall can be accurately identified and observations compared.

### **2. PROCESS**

- a. Perform an inspection of a minimum of 20% of all outfalls every year. Whenever possible, use the same personnel for consistency in observations.
- b. Use maps and previous inspection reports to confirm the outfall identity and location.
- c. If dry weather flow is present at the outfall, then document and evaluate the discharge by completing the following steps:
  - Collect a field sample for visual observation in a clean, clear container, and in a manner that avoids stirring up sediment that might distort the observation.
  - Complete the Outfall Inspection Form using Cityworks.
  - Compare observations to previous inspections.
  - If the flow does not appear to be an obvious illicit discharge (e.g., flow is clear, odorless, etc.), attempt to identify the source of the flow (groundwater, intermittent stream, irrigation, etc.)
  - Take photo of outfall and collected sample in container (as needed) for Cityworks inspection report.
  - Submit report thru Cityworks.
- d. If an illicit discharge (such as raw sewage, petroleum products, paint, etc.) is encountered or suspected, follow the procedure of SOP IDDE – Tracing Illicit Discharge.

### **3. ACTIONS**

- a. Follow procedures identified in the following SOPs as needed:

- SOP IDDE – Tracing Illicit Discharge
- SOP IDDE – Removing Illicit Discharge

#### 4. DOCUMENTATION

- a. Outfall inspection is completed and stored in Cityworks.